



## CRITICAL INFORMATION REGARDING PROFICIENCY EVALUATIONS

- I. Do **not** apply for a proficiency evaluation until
  - a) You have completed all required tests with necessary accommodation(s) granted by ETS.
  - b) You have received your degree.
  - c) You have completed student teaching and all teacher education requirements.
  - d) You have an evaluation letter from the Office of Educational Licensing and Development indicating the status of your request for licensure.
2. **Prior** to submission of your materials for review for proficiency evaluation, you must submit your application packet to the Office of Educator Licensing and Development.

**Applicants who have completed a teacher preparation program in Indiana must provide the following information:**

- Application
- Certified Check or Money Order in the amount of \$35
- Limited criminal history report
- Letter from your licensing advisor verifying that you have completed all requirements, including six (6) semester hours within the past five (5) years except for testing

Approximately 3-4 weeks after the submission of your materials, you will receive an evaluation letter. This letter will indicate that you are not eligible for the license and will list requirements, including the test(s), that you still need to complete. This letter must be submitted with your proficiency evaluation packet (listed as Item 2 under Proficiency Evaluation Packet Contents).

**Applicants who have completed a teacher preparation program outside Indiana must provide the following information:**

- Application
- Certified Check or Money Order in the amount of \$35
- Limited criminal history report
- All official transcripts
- NCATE/Compact Form
- Any other relevant information

Approximately 3-4 weeks after the submission of your materials, you will receive an evaluation letter. This letter will indicate that you are not eligible for the license and will list requirements, including the test(s), that you still need to complete. This letter must be submitted with your proficiency evaluation packet (listed as Item 2 under Proficiency

Evaluation Packet Contents).

### 3. **PROFICIENCY EVALUATION PACKET CONTENTS**

- (1) Letter by candidate, addressed to the Proficiency Evaluation Committee, requesting a review (You must be specific about the license that you are requesting)
- (2) Evaluation letter from Office of Educator Licensing and Development
- (3) Documentation of a disability from a professional
- (4) Evidence of licensing exam testing with special accommodation(s) and letter from ETS stating accommodation(s) provided
- (5) Test History (Score Report Sheet from Educational Testing Service)
- (6) Official copy of all transcripts: evidence of completion of Teacher Education Program (including student teaching) and degree posted on transcript
- (7) Statement/Letter from professional educator with whom candidate has worked (such as supervising teacher or administrator where student teaching was done)
- (8) Comment of college faculty member who has supervised clinical experience such as student teaching, attesting to the applicant's proficiency in classroom performance
- (9) In your own words write a statement for each of the following:
  - a) Any special help or tutoring you had prior to or while in college  
(If you had none, please submit that information in the statement)
  - b) Whether or not your test accommodations were what you requested from ETS

Other relevant documentation may be required if requested by the evaluation committee.

4. Send original packet and **three (3)** copies fastened together with either paper clips or rubber bands. Please send packets to:

Kathy Meriwether, Proficiency Evaluation Review Coordinator  
Office of Educator Licensing and Development  
101 West Ohio Street, Suite 300

**Application for a Proficiency Evaluation Review does not guarantee the request will granted.**

The Proficiency Evaluation Committee meets in conjunction with regularly scheduled meetings of the Advisory Board of the Division of Professional Standards. The advisory board meets quarterly. Packets that are received less than 30 days prior to a scheduled advisory board meeting will not be considered at that meeting and will be scheduled for the next regularly scheduled meeting.

5. Applicants will be notified in writing of the committee's decision as soon as possible after the meeting; therefore, please be certain to include an address and phone number.
6. Please call 317-232-9035 if you have a question about the process or the materials that you need to submit.
7. If you need to contact Educational Testing Service, their website is [www.ets.org](http://www.ets.org).